



TOWN OF HIGH RIVER PROCEDURE

Procedure Number:	PRO 22-101-00
Procedure Name:	Naming Procedure
Related Policy No:	POL 22-101-00
Related Policy Name:	Naming Policy
Approval Date:	August 16, 2010
Revision Date:	
Procedure Category:	Planning Services
Responsible Department:	Development Services

Policy POL-22-101-00 adopted by Council Resolution #462/2010 states:

Policy Statement

The naming or re-naming of new or existing development areas, parks, municipal facilities and roads shall be based upon an established set of general naming principles and naming criteria which will recognize and commemorate noteworthy persons associated with High River and its heritage, or recognize and commemorate the flora, fauna and natural features of the community.

Purpose:

This procedure outlines how the intent of the Naming Policy will be carried out.

Responsibilities:

The Development Services department shall be responsible for receiving and reviewing all written applications from applicants wishing to submit a name or names for consideration, and for preparing and submitting a report to Council for a decision on the proposed naming application.

Development Services shall work with GIS and Operational Services to ensure all mapping and required signage is in accordance with newly assigned names.

Development Services shall ensure notification of newly assigned names is circulated to the appropriate internal and external departments and agencies.

Guidelines:

General Naming principles

Naming or re-naming a development area, park, municipal facility or road after a person must be commensurate with contributions, actions, achievements and/or interests of the person in question.

Naming Criteria

The name of a person, living or deceased, must meet at least one of the following criteria:

1. A person who demonstrates excellence, courage or exceptional dedication to service in ways that bring notable credit to the Town of High River, the Province of Alberta or Canada.
2. A person who makes a significant material contribution towards a municipal facility with the express purpose of benefiting the residents of High River.
3. A person who volunteers and/or gives extraordinary help or care to individuals, families and groups and/or supports community services and/or humanitarian acts.
4. A person who fosters equality and reduces discrimination.
5. A person who risks their life in order to save and/or protect others.
6. A person who achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard which benefits and/or reflects honourably the Town of High River, the Province of Alberta or Canada.

Names, other than that of a person, must meet the following criteria:

1. Historical events of significance to the Town of High River.
2. Flora and Fauna indigenous to the area of High River.
3. Geographical and/or topographical features of the local area.

Special Situations

Whereupon an application is made by a corporate sponsor wishing to associate their corporate name and/or identity with a development area, park, municipal facility or road, each application will be judged on its individual merits and may or may not be subject to the same naming criteria of a standard application.

Site Specific Naming Guidelines

Development Areas:

- i) A theme may be applied to a development area.
- ii) Subject to an approved theme, neighbourhoods within the development area may be associated with the theme. However, repetition of a single name(s) i.e. High River Road, High River Avenue, High River Street etc. will not be accepted to avoid confusion in the delivery of public services, municipal addressing and the public at large.
- iii) Any neighbourhood entry feature must clearly and equitably identify the area with the approved official name.

Parks:

- i) Parks, whether formal or informal, may be named after a person, historical event significant to High River, flora or fauna of the local area, geographical or topographical features of the local area, name of the development area in which they are located.

Municipal Facilities:

- i) Municipal facilities may be named after the neighbourhood in which they are located, a person, a geographical or topographical feature or after an historical event relevant to High River, the Province of Alberta or Canada.

Roads:

- i) Where the road is new and not an extension of an existing road, a written submission shall be made by the applicant for approval.
- ii) In order to avoid confusion for the delivery of public services, municipal addressing and the public at large, local roads shall not be repeatedly named after the development and/or area.
- iii) Major collector roads may be named after the development.
- iv) New road names may be themed within a development.

Naming Application and Selection Process

The process for selecting/assigning names shall be as follows:

1. The completed written application will be received by the Development Services department.
2. Development Services shall review all applications to determine compliance with the adopted naming criteria.
3. Development Services shall circulate each submission to relevant departments and/or stakeholders for comments.
4. Development Services shall compile all comments and prepare a written report for submission to Council along with the application
5. Council shall make the determination whether to approve or reject the proposed naming application.
6. Development Services shall inform the applicant in writing of Council's decision.
7. Development Services shall work with GIS and Operational Services to ensure all required signage and mapping requirements are met, and shall also ensure all necessary notifications are circulated to internal and external departments and agencies.

File Maintenance

Files on naming applications and all records associated with each application, including circulations, responses, reports to Council, Council decisions, and notifications of decisions, shall be maintained by the Development Services department.

Approval

This procedure shall come into force and effect upon adoption by Management of the Town of High River.



Mayor/Deputy Mayor



Town Manager/Director of Legislative and
Administrative Services

Date August 26, 2010